

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

FIRST DRAFT CHECKLISTS

All of the following items must be submitted with the first draft nomination, including this form. Print the list that applies to your application: individual property or historic district. Please check off each item included in the submission and include it in the HPO mailing.

All components on the nomination checklist are required for the first draft to be considered complete according to 36 CFR 60. Do not submit nomination packet components one at a time. Hold all components until everything is assembled, then submit the entire packet for review.

Nomination components will not be reviewed piecemeal.

First draft nominations are not scheduled for review until all nomination components are received.

When the HPO has received a complete first draft nomination packet, the HPO has 60 days to provide substantive comments on the draft. Return of these comments to the preparer end the 60-day review window, but the drafting process may continue. This timeline is described in 36 CFR 60.11.

The HPO National Register staff provides comments and revisions to meet the requirements of 36 CFR 60.11, but HPO staff also provides revisions in support of the preparer's efforts to successfully list a resource in the National Register. HPO comments and revisions include staff's best advice based on experience with the Park Service and knowledge of the National Register Criteria. Edits are intended to benefit the preparer and help the preparer create the strongest case for successful listing in the National Register. Preparers are strongly encouraged to take advantage of this assistance and make the recommended edits.

Below are two lists of the first draft National Register nomination packet components: one for an individual property and one for a historic district nomination.

INDIVIDUAL PROPERTY NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST

- Completed Individual Property National Register Nomination Submittal Checklist
- Hard Copy of completed National Register Registration Form, double space Sections 7 and 8
- Digital copy of completed National Register Form. Word document format preferred
- Hard copy of labeled Survey Photograph proof sheets that meet our Architectural Survey Manual standards <https://www.ncdcr.gov/media/2159/download> (four to nine images per page for first draft)
- DVD-R, CD-R, or new thumb drive with properly labeled digital survey jpg photos
- Floor plan of main resource for individual property (if Criterion C significance is claimed)
- Working File, which is a hard-copy, physical file that includes research material, field notes, etc.
- National Register Boundary Map drawn on a tax map
- Site plan for properties with multiple resources, such as a farmstead or industrial complex
- Location Map - a small scale map that depicts the nominated property in a wider context (similar to the scale of the USGS topo map).
- Latitude/Longitude coordinates: Latitude/Longitude coordinates can be added to the Location Map or boundary map or they can be shown on their own map.
- Nomination Length Assessment Form

HISTORIC DISTRICT NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST

- Completed Historic District National Register First Draft Nomination Checklist
- Hard Copy Completed National Register Registration Form, double space Sections 7 and 8
- Digital copy of completed National Register form, Word document format preferred
- Hard copy of labeled Survey Photograph proof sheets that meet our Architectural Survey Manual standards <https://www.ncdcr.gov/media/2159/download> (four to nine images per page for first draft)
- DVD-R, CD-R, or thumb drive with properly labeled digital survey jpg photos
- Overall District Working File, which is a hard-copy, physical file that includes research material, field notes, etc.
- National Register Historic District Boundary Map with all properties keyed to the inventory list by address and contributing status, preferably drawn on a tax map
- Tax Map with National Register boundary - required only when the tax map is not the base map for the historic district map
- Location Map - a small scale map that depicts the nominated property in a wider context (similar to the scale of the USGS topo map)
- Latitude/Longitude coordinates: Latitude/Longitude coordinates can be added to the Location Map or district boundary map or they can be shown on their own map.
- Nomination Length Assessment

FINAL DRAFT CHECKLISTS

After the National Register staff has reviewed the first draft nomination and any requested intermediate drafts for technical and substantive compliance with state and federal standards, the preparer is ready to produce the final nomination.

The final draft includes an edited nomination and all the supporting materials such as maps and photographs.

Upon receipt of a complete final draft, the HPO will schedule the nomination's review at the next available National Register Committee meeting.

Below are two lists of the final draft National Register nomination packet components: one for an individual property and one for a historic district nomination.

INDIVIDUAL PROPERTY NATIONAL REGISTER FINAL DRAFT NOMINATION CHECKLIST

- Electronic version of the National Register registration form – single-spaced, and sent by e-mail, on a thumb drive, or on a DVD-R or CD-R.
- Floor plan of the primary floor (if claiming Criterion C architectural significance), if revisions required
- National Register Boundary Map of the property, if revisions required
- Final version of the site plan keyed to the inventory list for properties with multiple resources. Ideally, the site plan will illustrate the boundary. The National Register Boundary Map and the site plan can be one-and-the-same.
- Latitude/Longitude coordinates, if revisions required; Latitude/Longitude coordinates can be added to the Location Map or boundary map or they can be shown on their own map.
- One set of 5" x 7" prints of the National Register photos labeled on the back if not ordered through HPO. To order photos through HPO, work directly with NR review staff.
- Owner name(s) and mailing address(es) and sponsor(s) name and mailing address(es) and other parties if applicable

HISTORIC DISTRICT NATIONAL REGISTER FINAL DRAFT NOMINATION CHECKLIST

- Electronic version of the final draft National Register registration form sent by e-mail, on a thumb drive, or on a DVD-R or CD-R.
- Physical survey files, containing properly labeled photo proof sheets, hard copy of the project database report forms, and any other survey products, arranged in the order of the Section 7 inventory list
- Overall working file with District/Neighborhood/Area report form
- Fully-populated project database saved to a DVD-R, CD-R, or thumb drive
- Final version of the historic district map keyed to the inventory list and showing photo views
- Location Map - a small scale map that depicts the nominated property in a wider context (similar to the scale of the USGS topo map)
- Latitude/Longitude coordinates, if revisions required; Latitude/Longitude coordinates can be added to the Location Map or district map or they can be shown on their own map.
- One set of 5" x 7" prints of the National Register photos labeled on the back if not ordered through HPO. To order photos through HPO, work directly with NR review staff.
- Owner name(s) and mailing address(es) – keyed to the historic property address, if owners number 50 or close to 50, and sponsor(s) name and mailing address(es) and other parties if applicable